ADVERT ID 98678 *

Secretary

Tramore Educate Together N.S.

FAO: Chairperson Address:tramoreetrecruitment@gmail.com
https://www.tramoreetns.ie

MAIN DETAILS

Status:	Deactivated
Level:	Primary
Date Posted:	Tue Mar 13 2018 21:34:56
Application Closing Date:	Wed Mar 28 2018
Commencement Date:	Mon Apr 9 2018
Status of Post:	Part-Time
Number of Vacancies:	1

SCHOOL DETAILS

School Type:	Mainstream
School Structure:	Vertical
Gender:	Co-Educational
School Patronage:	Educate Together
Total number of staff:	5
Current Enrolment:	76

POST DETAILS

Additional Information:
Part-time secretary for a developing school. Excellent communication and interpersonal skills needed. The candidate should also have experience of working in a secretarial role and be proficient in office IT skills. Confidentiality is an essential part of the role.. Applications by email only.
Vetting procedures in line with regulations for schools.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number:	20446F
Apply To:	FAO: Chairperson Address:tramoreetrecruitment@gmail.com
County:	Waterford
Email Address:	tramoreetrecruitment@gmail.com
Phone:	
Website:	https://www.tramoreetns.ie

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